



# CITY OF ATLANTA

## Job Announcement

### TRAINING OFFICER

**STARTING SALARY: \$41,846**

**Salary Grade: 21**

**Applications Accepted From: July 18, 2005 until July 29, 2005**

#### **Minimum Job Requirements**

Applicants for this position must have graduated from an accredited college or university with a Bachelor's degree in Industrial Psychology, Personnel Management, or related field required; three years of experience in employee development and performance management or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

#### **Licenses and Certificates**

Applicants for this position must possess a valid Georgia driver's license. Applicants must also meet security background investigation requirements as required by the Federal Aviation Administration.

#### **Duties of the Job**

This employee performs specialized work in the field of employee training and organizational development; identifies staff development training needs, develops training programs to meet those needs, conducts specialized training programs, and evaluates program effectiveness. Performs professional work in the development and implementation of employee and organizational development programs. Independent judgment and initiative are required in planning, integrating, implementing, monitoring and evaluating programs.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA. 30303

Phone: (404) 330-6369 [www.atlantaga.gov](http://www.atlantaga.gov) FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

**The hiring authority will contact only those applicants they deem most appropriate for the position. Letters will not be mailed to individual job applicants.**

**APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, OR HIGHLY QUALIFIED.**

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.

07/15/05

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